

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070126-1

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List G - Status of Other Cases in Process in Investigations Division				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL	
		LOGISTICS	<input checked="" type="checkbox"/> SECURITY	OTHER (specify)	
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month	
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 580		9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1 (basic policy statement)	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)		
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
PUNCHED CARDS	NUMBER	COST EACH			
	389	.05	19.45	12	350.10
B. COSTS OF COMPUTER PRODUCED REPORTS					
	PAGES	COST PER PAGE			
38 (Single Copy)		.05	1.90	24	45.60
152 (Multicopy)		.03	4.56	24	109.44
TOTAL COSTS PER YEAR					\$505.14
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. A listing of Other Cases pending in the Investigations Division, with date each case was opened in ID. List is used to validate manual records which, in turn, are used to validate the computer listing.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.				MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE					25X1
<input type="checkbox"/> DISCONTINUE					
16. DATE OF INVENTORY 8 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION SECRET Office/Systems Analyst			18. EXTENSION

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